



MERIT PROMOTION JOB OPPORTUNITY

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Announcement Number: 06-533 **Amendment #1 to change salary**
Position Title: Printing Plant Worker (Bindery)
Series and Grade: KX-4402-04
Salary Range: \$15.57 - \$20.99 PH
Promotion Potential: None
Opening Date: 09/20/06
Closing Date: 10/03/06
Location of Position: Plant Operations, Production Department, Binding Division, Blank Section, Passport Unit, WASHINGTON, DC
Number of Openings: One
Type of Appointment: Permanent
Work Schedule: Shift 1, 7:30 a.m. – 4:00 p.m.
Who May Apply: Permanent GPO employees only

MAJOR DUTIES:

The incumbent is responsible for packing labeling and shipping passports. Specifically, duties involve the following tasks: Maintains ledger of numbered passports and cartons shipped. Security wraps (tapes) each carton with reinforced tape, and handwrites passport numbers on the labels. Inspects passports to ensure that the numbers correspond with labels. Loads cartons onto skids and then bands and transports skid by hand operated power truck to the elevators and loading dock. Occasionally uses power trucks to transport the skids. Writes receipts and billing packing for each load shipped. Stacks empty cartons into carton feeder of machine and restacks when problems arise with carton feeder. Fills and/or refills label feeder with large spool or roll of labels. Keeps the area clean and neat. Performs other related duties as assigned.

NOTE: A Security Clearance is required for this position. If a security clearance is not obtained before entry into this position, the appointment to the position will be temporary until the security clearance is obtained. Selectees who cannot successfully obtain a security clearance will be returned to their previous position.

QUALIFICATIONS NEEDED:

Applicants must meet the following screen out element, job element #1 below, to be considered eligible for this position: *Ability to provide production support services.* This includes keeping records, inspecting items, and making arithmetic computations in a production environment. Applicants must have experience and/or training of sufficient scope and quality to independently perform the duties typically required of this position.

HOW YOU WILL BE EVALUATED:

Applicants will be evaluated on the basis of information obtained from the attached Special Application Form. Your overall background of experience, education, awards, and training will be evaluated to determine to what degree you possess the knowledge, skills, and abilities (KSA) listed in the

job elements below. Applicants must meet the screen-out element (number one below) to be eligible for further consideration.

Job Elements for this position:

1. Ability to provide production support services. **(SCREEN OUT)**
2. Skill in keeping pace with production machinery.
3. Ability to inspect work to ensure that all materials are in proper sequence order and to identify errors.
4. Ability to safely operate a power truck to transport materials.
5. Ability to follow oral and written instructions.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

Step 1: Complete the attached Special Application Form.

Step 2: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal. Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106.

Step 3: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO. If sending an application via email, you must include the vacancy announcement number in the subject line and fax/mail all additional documentation by the closing date.

Send Your Complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov

For Additional Information Please Contact:

Derika F. Ferdinand
Human Capital Department
HR Operations
Phone: (202) 512-1308
TDD: (202) 512-1519

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

GPO will not pay relocation costs.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.

SPECIAL APPLICATION

Special Application for the Following Vacancy:

Printing Plant Worker (Bindery)
Production Department, Binding Division,
Blank Section, Passport Unit, Shift 1

Vacancy Announcement Number: 06-533

Open: 09/20/06

Close: 10/03/06

Name	Current Position Title	Grade	Daytime Telephone #
Address	City	State	Zip Code
Type of Current Appointment			
<input type="checkbox"/> Temporary <input type="checkbox"/> Career or Career Conditional <input type="checkbox"/> Excepted (Schedule A) <input type="checkbox"/> Excepted (Veterans)			

NOTE TO APPLICANT: Please answer each question in the space provided following each of the questions. You may use additional sheets of plain paper, if necessary.

Please PRINT LEGIBLY or TYPE.

1. Have you ever worked in a job which required you to maintain accurate records and do arithmetic calculations?

_____ YES _____ NO

If yes, please explain in detail:

a. What were your responsibilities?

b. What kind of records did you maintain?

c. How did you perform arithmetic calculations?

d. What did you have to calculate?

e. What type of environment did you perform these duties?

f. Where did you acquire this experience?

g. For what period of time did you perform this type of work?

_____ MONTHS _____ YEARS

2. Have you ever worked in an environment where you had to hand feed items into machinery while keeping pace with production?

_____ YES _____ NO

If yes, please explain in detail:

a. What were your responsibilities?

b. What type of machinery did you work on?

c. What kinds of adjustment did you make to ensure accurate production?

d. Where did you acquire this experience?

e. For what period of time did you perform this type of work?

3. MONTHS YEARS
Have you ever worked in a position where you were responsible for inspecting items?

If yes, please explain in detail:

- _____ MONTHS _____ YEARS

 Yes No

If yes, please explain:

a. What was the title of your position?

b. List the types of industrial trucks you operated.

b. What kind of materials and equipment did you have to transport?

c. What kind of environment did you operate these trucks?

d. Where did you acquire this experience?

e. How many months or years did you operate the forklifts you listed?

_____ MONTHS _____ YEARS

5. Have you ever worked in a position where you were required to follow oral and/or written instructions?

_____ Yes _____ No

If yes, please explain in detail:

a. Give two examples of oral instructions you had to follow.

- b. Give two examples of written instructions you had to follow.

6. Have you ever received an award while working for the Federal Government?

_____ YES _____ NO

If Yes, please check the appropriate boxes below as to the type of award(s) received. For each type specify the years received and whether or not it was a Cash Award.

NOTE: Letters of Appreciation are NOT considered awards and should not be listed.

<u>Awards</u>	<u>Year(s) Received</u>	<u>Cash Award</u>
___ Outstanding Performance Award	_____	_____ Yes _____ No
___ Special Achievement Award	_____	_____ Yes _____ No
___ Quality Step Increase	_____	_____ Yes _____ No
___ Approved Suggestions	_____	_____ Yes _____ No
___ Other GPO Awards (Give Names)		
_____	_____	_____ Yes _____ No
_____	_____	_____ Yes _____ No

7. Have you ever taken courses or training that were related to the position for which you are applying?

_____ YES _____ NO

If Yes, please complete the following:

NOTE: On-the-Job Training should NOT be listed.

<u>Title of Course/Training</u>	<u>Total Hours</u>	<u>Location of Course/Training</u>	<u>Completed</u>	<u>Certificate of Completion Received.</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

After completing this form, look it over carefully to make sure that you have **answered every question**. Be sure that you have given complete information about your experience. You cannot be given credit for work you do not tell us about.

I CERTIFY that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

Signature of Applicant: _____

Date: _____